

KEY POINTS FOR TITLING A VEHICLE

- To obtain a **Duplicate Title** your title must be lost, stolen or destroyed.
- An out of state vehicle must have a physical inspection of the vehicle identification number (**VIN**) performed by an inspection station.
- Never make alterations, erasures or use whiteout on a title, if this is done the title becomes null and void.
- Do not fill in any part of the assignment or application unless you are in the presence of a notary.
- When notarizing an assignment on titles, the seller is required by law to enter all information before it is signed and notarized. Never guess at the mileage as it is a federal law.
- When assigning a vehicle over to a new buyer make sure you use their full legal name (**no nicknames**) address and the exact mileage. (**Do not check non-actual or exceed unless it applies.**)
- Your certificate of title must be processed within 30 days after being notarized. If not you will be assessed a \$ 5.00 late fee.
- No person can sign for someone else without a signed and notarized power of attorney.
- A salvage title is issued when an insurance company declares the vehicle a total loss or the vehicle is impractical to fix. The owner may purchase the vehicle back. The vehicle cannot be driven until inspected by the highway patrol.
- If you are about to buy or sell a vehicle and are uncertain of the procedure, please give us a call. We will be happy to give you the information you need. (740-670-5450)